



COUNCIL OF TECHNOLOGY SERVICES (COTS)

Security Workgroup

Draft Minutes

December 10, 2002

Department of Rehabilitative Services Conference Room

3:00 PM

Attendance:

Members:

Ernie Steidle, Department of Rehabilitative Services (DRS), Co-Chair; Harry Sutton, Department of Social Services (DSS) Co-Chair; Taz Daughtery, James Madison University (JMU); Don Kendrick, Department of Information Technology (DIT); Paul Lubic, Department of Technology Planning (DTP); John Payne, Department of Rehabilitative Services (DRS); Shirley Payne, University of Virginia (UVA); Merritt Cogswell, State Internal Auditor, (DOA); John Palese, Department of Social Services (DSS); Chuck Tyger, Department of Technology Planning (DTP);

Guests and Staff:

Guests

Jenny Hunter, Executive Director; and Linda Taylor, Department of Rehabilitative Services (DRS)

Staff

Eric Perkins, Department of Technology Planning (DTP)

Welcome and Open Remarks:

- Co-Chair Ernie Steidle welcomed members and guests to the first of monthly meeting of Security

workgroup in which members will discuss the draft Charter of the workgroup:

- Steidle will send out instructions how to log on to the shared document site. Some things on the site are links that are important to the Workgroup. Members are free to add links, documents or comments. They will be able to post events, meetings, announcements and shared documents. Members will not be allowed to modify documents.
- Documents available on the shared site are: Charter Development Draft, COTS Security Workgroup Presentation and several other drafts and products available for review. The site is designed for the Workgroup to communicate with one another.
- Teleconferences will be offered to individuals who cannot attend the meetings. A video teleconferencing studio will be installed at DRS conference rooms probably in the spring of 2003.
- Today's meeting is to help potential members decide whether they would like to be a member of the Security Workgroup. Steidle will submit the names of the individuals who are interested in being a member to the COTS executive committee for approval.
- Steidle will review member's homework utilizing the products by categories spreadsheet in the shared document library to updating or refining the standards and best practices of the IT Security Standard (COV ITRM Standard SEC2001-01-1.

Approval of Minutes:

None for approval

History of COTS Security work efforts:

COTS has existed since August 1998 — currently there are five workgroups, previously there were twelve . One of the workgroups that produced products relative to technology security is the COTS Enterprise Architecture (EA) Workgroup. On May 2001, Version 1 of the Enterprise Architecture Security Domain was produced. The Department of Technology Planning, guided by the EA Security Domain, developed the Information Technology Security Standard, December 7, 2001.

In each of the above documents, 13 security components were shared with different aspects of technology security. Associated with each 13 components were a series of Standards and Best Practices. In September 2002, the Commonwealth of Virginia (COV) Strategic Plan for Technology was introduced—an Initiative 2, Agency Project 2, to define a statewide security program. The COTS workgroup structure was redefined to align with the implementation of the Strategic Plan for Technology. As result, the Privacy,

Security and Access Workgroup as well as the Digital Signatures Workgroup became the Security Workgroup

Mission and Objectives:

The mission of the COTS Security Workgroup is to advise and assist entities in the executive branch of Virginia state government that has responsibility for information security activity. These entities exist to:

- Ensure a consistent level of IT security
- Protect IT Assets
- Ensure a high-level of IT Security skills among Virginia's IT professionals
- Communicate IT Security Alerts and Best Practices, respond to and recover from IT critical incidents, and
- Promote coordination, cooperation and information sharing with the Virginia Office of Commonwealth Preparedness and state colleges and universities

Short Term Objectives:

The Workgroup's primary role is to advise and assist entities in the executive branch of government that has the responsibility of IS activity. The Workgroup would act as an Advisory Council to these entities, exchanging information, advice and recommendations.

The COTS Security Workgroup's short term objectives are to assist in the definition of the role of Virginia Information Technologies Agency's (VITA) contributions to statewide Information Security.

Long Term Objectives:

Once the statewide Information Technology Security Office is established, the task is to assist in the implementation of the other parts of the Statewide Information Security Program. The role is to identify marketing and incentives for the Statewide Information Security Program for state agencies and for staff, identify the coordinating roles among Virginia Office of Preparedness and state colleges and universities, and identify the cost effectiveness of the security program.

Approaches

Of the set of thirteen security components that comprise the Commonwealth's Security Architecture a subset of Standards and Best Practices was identified, and together, they constitute COV ITEM Standard SEC2001-01-1 and COV ITEM Guideline SEC2001-01-1.

The Workgroup is tasked to review current Standards and Best Practices and recommend refinements to

them corresponding to priorities of the Technology Plan.

To review and report on the processes and corresponding properties underlying the current Standards and Best Practices, the members will utilize the products-by-categories spreadsheet in the documents library. The spreadsheet breaks down the properties into the following component parts: "What", "Who", "Why", and "How." The members work will meet in January to review each others suggestions and recommend appropriate changes.

It is contemplated that:

- Standards and Best Practices may be added contingent on suitable references
- Best Practices and Standards may change status contingent on suitable references.

Time Line:

- January 9, 2003 – Last date for members to submit their reviews. Steidle will post on shared site and provide issues analysis for discussion at the 01/16/03 meeting.

Other Issues:

None.

Adjournment

The meeting adjourned at 4:45 p.m.

Next Meeting Date:

January 16, 2003 2:00 – 5:00 p.m. at the DRS in the first floor Conference Room

Submitted by:

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